

INTERNAL  
COMMUNICATION FORM  
DEPARTMENT OF HUMAN SERVICES

Suspense dates:

Subject: Island Saving Plan Workshops

Originator: W. Ikemori / 6-4971

To: SOs, DAs

From: PERS

Date: 02/17/10

Memo No. 1

The Department of Human Resources Development (DHRD) announces that Island Savings Plan (**ING**) has scheduled informational workshops. These workshops are approximately one (1) hour in duration.

The Overview and Asset Allocation Workshops have been combined to provide an overview of what the Island Savings Deferred Compensation Plan is, how the plan works, plan diversification, a description of Life Cycle Funds, and what is available on the Island Savings Plan website. Interested employees need only attend **one** of the scheduled sessions under Overview or Asset Allocation.

The Pre-Retirement Workshop is geared more for participants planning to retirement in **3-5 years**. This workshop covers distribution options, early vacation payout, and post separation vacation payout information.

**There is no registration required for these workshops. An employee must get approval from their immediate supervisor to ensure that attendance to these workshops do not disrupt work operations.**

**FOR:** All departmental employees

**SCHEDULE:** Reference the appropriate attached schedules for dates, time and locations.

**REGISTRATION:** Requires supervisor approval

**COST:** None.

**PARKING/ACCOMMODATIONS: Parking is limited.** Standard parking spaces might be made into accessible parking if required for van accessible parking. If so a temporary curb ramp will lead to the accessible route to the event. Carpooling is encouraged. The Department of Human Resources Development (DHRD) notes that, "As this is a State multi-agency offering, the participant's department is responsible for additional costs, if any, related to reasonable accommodations." Please note that the participant's DHS Division is responsible for additional costs, if any, related to reasonable accommodations under the Americans with Disabilities Act as amended. Although each DHS office will try to fill your request, resources are limited and depend on availability. If a resource is not available, an alternative method might be used to meet your need. Persons who have requests for special needs or reasonable accommodations (e.g., sign or other language interpreter, large print materials, van accessible parking), must send requests to PERS-TS **as noted above**. Those who have further questions regarding this announcement please contact Pauline Chun at 586-4970/586-4959 (TTY). Participants should arrange parking through their respective Branch/Division Administration.

  
PERS

cc: DIR